
 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>		<u>POLICY NUMBER:</u>  134.00	<u>PAGES:</u> <p style="text-align: center;">5</p>
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903		
<u>SUBJECT:</u> Correctional Officer Uniforms and Grooming Standards			
<u>DATE:</u> July 1, 2017			

PURPOSE

It is the policy of the West Virginia Division of Juvenile Services to ensure consistency in the manner uniforms are issued, worn and inventoried; and to ensure the establishment of general grooming standards and the adherence thereof as a condition of employment. This policy is based on legitimate business necessity and the agency's obligation to maintain a safe and professional working environment conducive to the responsibilities of the agency.

CANCELLATION

This policy has been revised and supersedes Policy 134.00 dated January 1, 2017.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' correctional officer staff.

PROCEDURES

1. All correctional officer staff will be provided uniforms designated by the Division Director.
 - a. All personnel who are issued state uniforms will not wear the uniform, jacket or cap(s) while off duty, nor utilize the uniform in any way for personal gain or personal use.
 - b. No officer may alter, add to or delete from a Division-issued correctional officer uniform in any way, shape or form other than that listed in this policy without prior written approval from the Division Director.
2. The following items will be considered security staff uniforms and be issued to all security staff working in DJS facilities:
 - a. One (1) jacket, with liner (optional based on weather conditions);
 - b. Polo Shirts, four (4) short sleeve;

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- c. Cargo pants; four (4) pair
 - d. One (1) Glove Case – shall be black and may be made of leather or nylon. This case will have at least two (2) pairs of latex gloves in it and worn at all times by the officer while in uniform.
 - e. One (1) pair Kevlar Gloves (one pair issued every five years)
 - f. Insignias will be displayed on the uniform's shirt collar:
 - i. Major, Captain and Lieutenant shall have gold insignia, and
 - ii. Sergeant, Corporal and Correctional Officer II shall have silver insignia.
 - g. One (1) belt (black nylon webbing)
 - h. Hats (toboggan)
3. Socks, boots/shoes and undershirts are not provided by the Division; however, all security staff must adhere to the following criteria or standards:
- a. Shoes and boots will be black, round toed, oxford or military style, made of leather or its equivalent and highly shined at all times.
 - b. Cowboy boots, motorcycle boots, and tennis shoes are prohibited.
 - c. Socks, if seen, must be dark blue or black in color.
 - d. Undershirts can be T-shirt or long sleeve compression shirt and must be black.
4. The following rank insignia shall apply for metal insignia pins and will be displayed on each point of the shirt collar:
- a. Correctional Officer II – rank insignia shall consist of one (1) stripe.
 - b. Corporal - rank insignia shall consist of two (2) stripes.
 - c. Sergeant – rank insignia shall consist of three (3) stripes.
 - d. Lieutenant – rank insignia shall consist of one (1) gold bar.
 - e. Captain – rank insignia shall consist of two (2) connected gold bars.
 - f. Major – this rank insignia shall consist of one (1) gold oak leaf.

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5. Only the following headgear is authorized for wear by security staff while in uniform:
 - a. Baseball Cap – will be blue or black either plain or with the Division of Juvenile Services emblem embroidered upon the front and may be worn year round but may not be worn inside any building. No other emblems or pins are authorized to be worn on this hat. This hat must be purchased by the employee.
 - b. Toboggan – will be black and may only be worn outside during inclement weather.
6. All employees will be required to sign for all State-issued uniform components on a property form and the form will be kept on file with the facility. Upon separation from employment or transfer to a non-uniform position, employees are required to return all issued uniform components, including all those itemized on the property form. Failure to return said items could result in wage assignment or civil proceedings for recovery of costs of all items.
7. All uniforms held by the facility shall be inventoried monthly and this inventory kept on file by the Facility Superintendent/Director or designee for one (1) year.
8. No person employed as a Correctional Officer shall wear anything while on duty not authorized by the Facility Superintendent/Director.
9. All uniforms shall always be kept clean, wrinkle-free, and maintained in good order and appearance. Uniforms shall be of proper size; fit shall not be tight and shall reflect a professional appearance. Shirts shall always be tucked in neatly and boots shall be shined, laced and tied. Hats, if worn, must be kept clean and in good repair.
10. Failure to comply with the standards of this policy may result in disciplinary action. Failure of any supervisor to enforce this policy concerning subordinates may also result in disciplinary action.
11. Grooming standards for all correctional officer personnel shall be in compliance with the following:
 - a. For male Correctional Officers, hair shall be clean and neatly groomed.
 - i. The length and bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance.
 - ii. Hair shall present a tapered appearance, and when combed shall not extend over the ears or eyes or touch the collar, except for the closely cut hair at the back of the neck.
 - iii. The block cut fullness in the back is permitted in moderate degree as long as the tapered look is maintained.
 - iv. In all cases, the bulk or length of hair shall not interfere with the normal wear of headgear or protective masks.

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- b. Facial hair is permitted; however, it shall be kept clean, neatly groomed, and not extend past 1/4 inch in length and shall not present an extreme appearance. The exception is those employees selected for the Division's Honor Guard. These employees are to remain clean shaven for the duration of their service for any Honor Guard activity.
- c. For female uniformed personnel, hair shall be clean and neatly groomed.
 - i. The length and bulk of the hair shall not be excessive or present a ragged, unkempt or extreme appearance.
 - ii. Hair shall not fall over the eyes or, whether pulled up or worn down cannot extend five (5) inches below the top of the shoulder.
 - iii. Hairstyles shall not interfere with proper wearing of headgear or protective masks.
 - iv. Hair holding instruments (barrettes, bands, pins, clips, etc.), if used, shall be transparent or similar in color to the hair and will be inconspicuously placed. Beads or similar ornamental items are not authorized.
- d. The wearing of a wig, hair extensions, or any other type of supplemental hairpiece by uniformed personnel while on duty is prohibited except to cover natural baldness, physical disfiguration or a medical procedure, unless authorized by Facility Superintendent/Director. If worn, it shall conform to the standard haircut criteria.
- e. Rings will be limited to ones that will not cause injury or pose a security risk due to design or amount worn.
- f. Earrings, nose rings, posts or any other visible body piercing jewelry, such as tongue studs, are not authorized for wear by any uniformed officer while on duty.
- g. Necklaces, if worn, shall be worn under the shirt and must not present a security hazard.
- h. Fingernails shall not be longer than 1/8 inch in length and must be kept clean and neat in appearance.
- i. Tattoos that depict(s) or allude(s) to an obscenity, violence, or sex; advertises alcohol, tobacco, or illegal substances is to be kept covered while on duty.
- j. Because of working in close proximity to staff and/or individuals with allergies or medical conditions, employees shall be considerate when applying perfumes, colognes, and after-shave lotions, and should also limit the use of fragrances (e.g., hand lotions, potpourris, air fresheners, etc.) within the workplace.

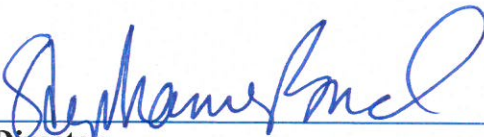
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- k. In the event of an emergency, these rules may be suspended by the Facility Superintendent/Director of the facility.
12. Appearance standards that are a result of a medical condition or sincerely held religious conviction should be discussed with a supervisor. Reasonable accommodations shall be considered on an individual basis.
13. The final decision regarding the appropriateness of any attire/appearance shall be made by the Facility Superintendent/Director.
14. Each facility will adopt this policy in its entirety and no operational procedure will be developed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advanced notice, unless prohibited by law.

APPROVED:


Director

7/1/17
Date